

General Relief (GR) Program Guide (PG) Letter 52

February 20, 2009

Subject	PROVIDING GR APPLICANTS WITH FOOD STAMP APPLICATION FORMS
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Effective Date	Upon receipt.
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References	MPP 63-301.81
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Purpose	The purpose of this Letter is to provide instructions regarding providing GR applicants with Food Stamp application forms.
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Background	Currently, the GRPG requires Intake Scheduling to provide the Food Stamp application forms (DFA 285A-1 and DFA 285A-2) if indicated on the 11-36. Preapplication is required to determine if the applicant is receiving Food Stamp benefits or wants to apply for them. Finally, the Intake worker is also required to explain Food Stamp benefits to the applicant.
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Changes	At each stage of the GR application process (Reception, Preapplication, and Intake), the GR applicant is to be informed of the potential categorical eligibility to Food Stamp benefits and the Food Stamp application forms (DFA 285A-1 and DFA 285A-2) will be given to the GR applicant.
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Required Action	Upon receipt of this letter, Clerical or the Reception Desk must include the DFA 285A-1 and DFA 285A-2 at the same time as they are providing the GR forms. The Receptionist must explain that the individual may be categorically eligible for Food Stamp benefits. Intake Scheduling will no longer need to provide the Food Stamp application forms, but will follow Food Stamp Program requirements to schedule a Food Stamp Intake if the forms are returned.
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Secondly, Preapplication must explain that the GR applicant is potentially categorically eligible for Food Stamp benefits and must provide the forms if the applicant needs them.

Finally, the Intake worker must again explain Food Stamp categorical

eligibility and provide the Food Stamp application forms if the applicant needs them.

Forms Impact There is no impact to forms with the changes in this letter.

**Automation
Impact** None.

**Quality
Assurance
Impact** Effective with the April 2009 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Summary of
Changes** The table below shows the changes to the GRPG.

Section	Changes
90-100.1	Revised instructions to Reception to include the Food Stamp application forms when an individual wants to apply for GR. Intake Scheduling does not need to provide the Food Stamp application forms now. Forms list updated to remove CalWIN forms.
90-100.2	Revised instructions for Preapplication to advise the GR applicant of the potential for categorical eligibility and to provide the Food Stamp application forms if needed. Forms list updated to remove CalWIN forms.
90-100.3	Revised instructions for Intake to advise the GR applicant of the potential for categorical eligibility and to provide the Food Stamp application forms if needed.

**Manager
Approval**

ORIGINAL SIGNED BY

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